

Centralised Training and Development

Management units will now be able to upload training opportunities to a Development Calendar. The upload process will be available one month before the beginning of each quarter.

Upload Dates:

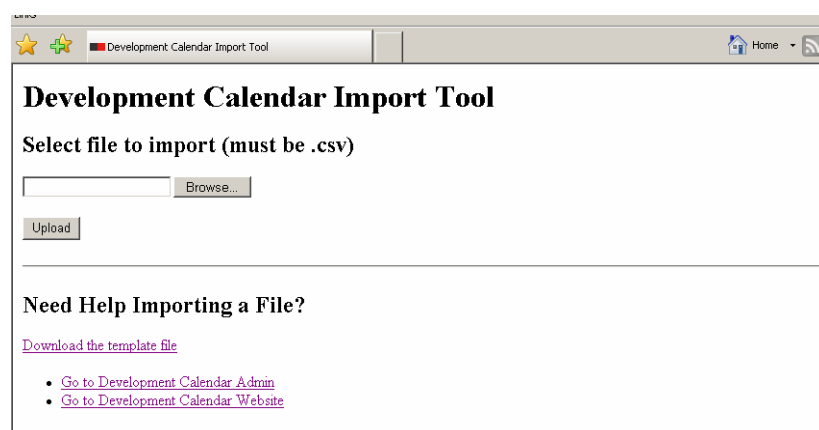
- December upload for the first quarter - January to March 09.
- March upload for the second quarter - April to June 09.
- June upload for the third quarter - July to September 09.
- September upload for the fourth quarter – October to December 09.

This quarterly upload will enable HR to set up any courses that require EWSS registration and approvals.

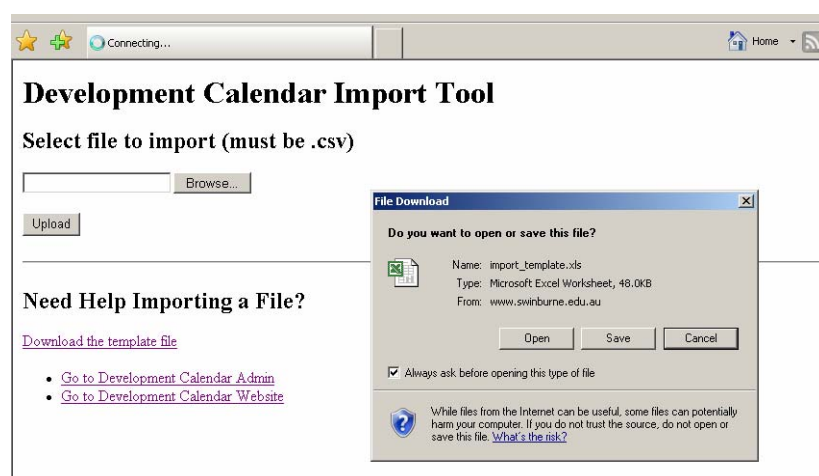
Non EWSS registration and approval courses may be added in or edited at any time.

Using the import tool

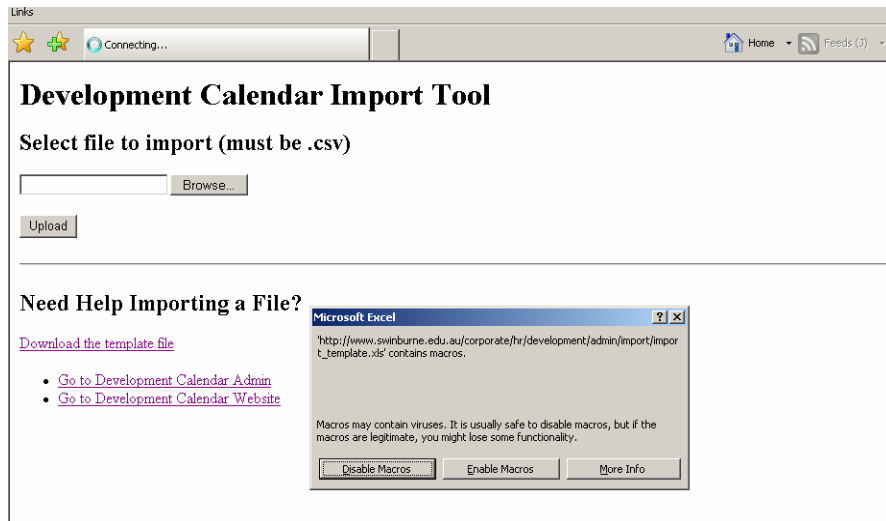
You will need your 7 digit opax number (on your staff ID card) and your SIMS password (the password you use to log in to your computer)



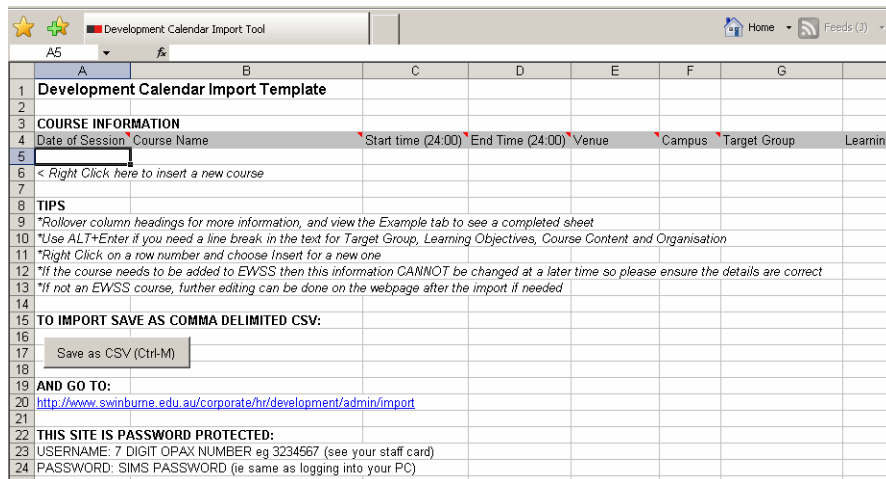
For first time users of the import tool, select [download the template file](#)



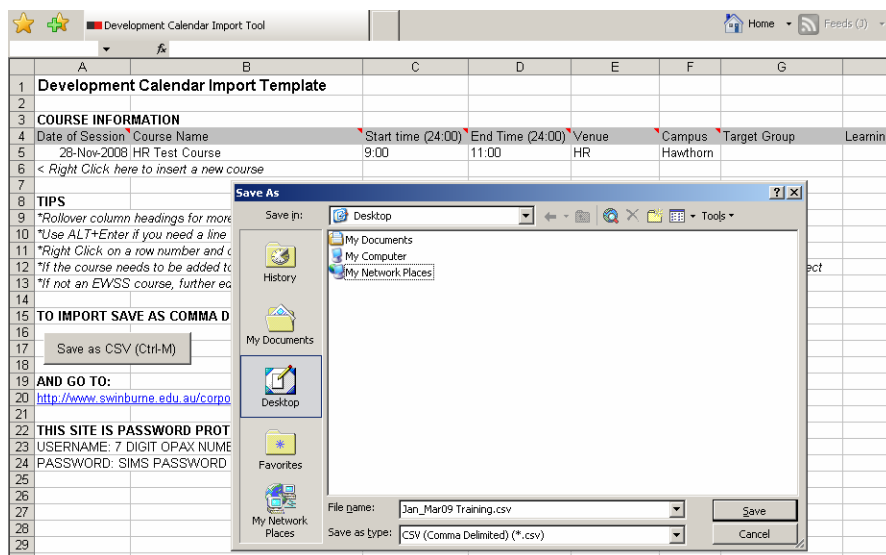
A file download prompt will appear, prompting you to open or save the file. Select **Open**



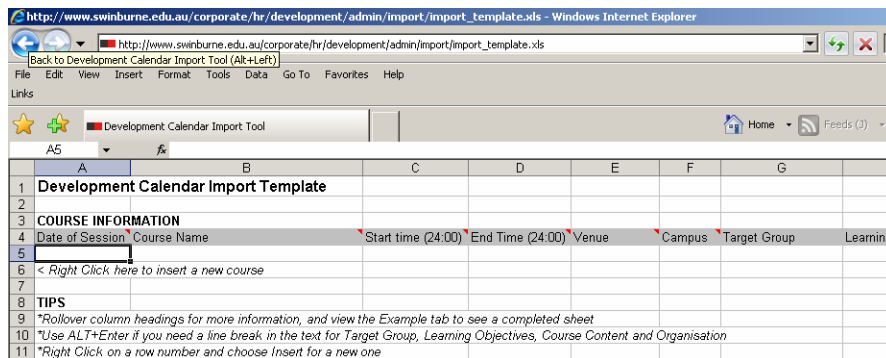
A Microsoft prompt will appear, prompting you to Disable or Enable Macros. Select **Enable Macros**



The excel template will open.
 Enter all of the detail of each training session on a new line. Hover over each column title for content guidance.
 Ensure you indicate how to register for the training session by either entering an email address or typing EWSS.
 If the course requires EWSS registration the staff members manager will have to approve an EWSS training request.



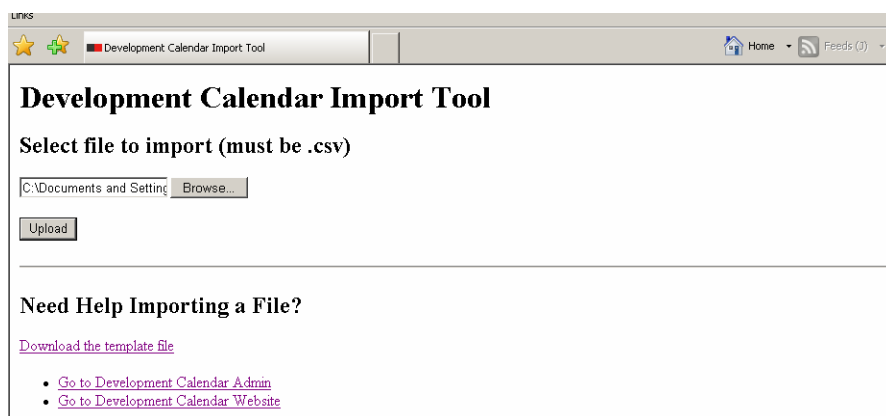
Once complete select **Save as CSV**



The screenshot shows an Excel spreadsheet with the following content:

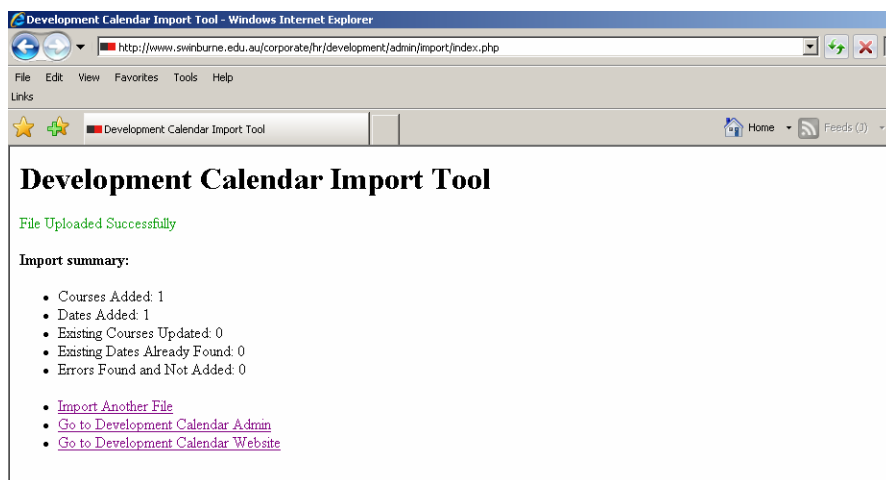
1	Development Calendar Import Template							
2								
3	COURSE INFORMATION							
4	Date of Session	Course Name	Start time (24:00)	End Time (24:00)	Venue	Campus	Target Group	Learning
5	< Right Click here to insert a new course							
6								
7								
8	TIPS							
9	*Rollover column headings for more information, and view the Example tab to see a completed sheet							
10	*Use ALT+Enter if you need a line break in the text for Target Group, Learning Objectives, Course Content and Organisation							
11	*Right Click on a row number and choose Insert for a new one							

Once saved navigate back to the development calendar using the back arrow in the top left hand corner.



The screenshot shows the 'Development Calendar Import Tool' web page. It features a title 'Development Calendar Import Tool', a sub-heading 'Select file to import (must be .csv)', a file selection field with a 'Browse...' button, and an 'Upload' button. Below this, there is a section titled 'Need Help Importing a File?' with a link to 'Download the template file' and two links: 'Go to Development Calendar Admin' and 'Go to Development Calendar Website'.

Upload the CSV file you just saved by clicking **Browse**
Navigate to the file location and click on the CSV file.
Once the file has been selected click **Upload**



The screenshot shows the 'Development Calendar Import Tool' web page after a successful upload. It displays a green message 'File Uploaded Successfully'. Below this, there is an 'Import summary:' section with the following details:

- Courses Added: 1
- Dates Added: 1
- Existing Courses Updated: 0
- Existing Dates Already Found: 0
- Errors Found and Not Added: 0

At the bottom, there are three links: 'Import Another File', 'Go to Development Calendar Admin', and 'Go to Development Calendar Website'.

File upload successfully should appear along with a summary of the training sessions uploaded. To view your courses in the Calendar select Go to Development Calendar Website. Your training courses will be displayed.

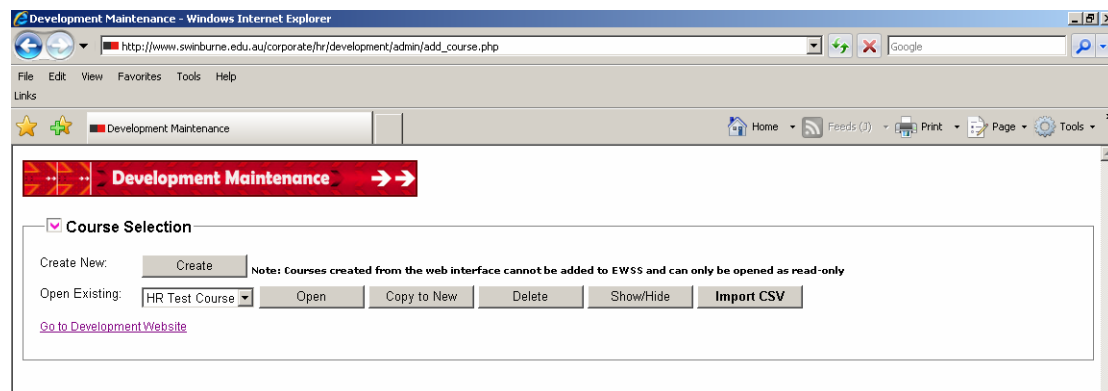
Courses requiring registration via EWSS are still being set up in Alesco manually at this time. These courses will be displayed on the calendar however there will be a short delay before individuals will be able to register for the session via EWSS.

Adding, Editing or Deleting a Training course (Outside of the quarterly upload process)

Only Non EWSS courses can be added or edited outside of the quarterly upload process.



Select [Go to Development Calendar Admin](#)



You may open, edit and delete any of your non EWSS courses by simply selecting the course you wish to edit and clicking open.

You may create a new Non EWSS course by clicking the **Create** button and typing in the details.

Who to Contact for Assistance

Should you need assistance please contact:

Erin Freeman – Team Leader, Organisational Development Tel: 9214 8827
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